

**BRIDGEPOINT ELEMENTARY SCHOOL
420 EWING LANE
JEFFERSONVILLE, INDIANA
812 - 288-4856
Darcie Igleheart, PRINCIPAL**

W E L C O M E

The Bridgepoint faculty is looking forward to a challenging and successful school year for your child. We encourage parent involvement at our school and solicit your input in making our school all it can be. Our mission statement is "Preparing for Tomorrow by Caring Today". Together we can make a difference.

PHILOSOPHY

Our goal at Bridgepoint School is to afford each student the opportunity to develop to his/her individual potential. The instructional program will be designed to meet this challenge.

The children who attend Bridgepoint are looked upon as unique individuals of equal importance. The staff strives to provide learning experiences, which are appropriate for each child's developmental level. Bridgepoint's basic organization provides for a totally integrated program, which enables each child to function in an appropriate environment. This allows for positive interaction with his/her peer group while developing academic, social, and personal skills.

The staff at Bridgepoint is totally committed to the philosophy of the school. We work cooperatively as an educational team to accomplish this goal.

The staff wishes to ensure that our students be provided with on-going challenges which prepare them to be responsible citizens by working cooperatively among the home, school, and school community. Cooperatively, we can prepare the citizens of tomorrow by caring today.

GCCS Wellness Policy

In order to promote an emphasis on nutrition for all staff and students, the Board of School Trustees of the Greater Clark County School Corporation has passed a wellness policy. Bridgepoint will comply with this policy by offering healthy food and drink options for our children during class celebrations and other special events taking place during the school day. If you send treats for a class celebration or for your child's birthday, please send in something healthy for the children. Some examples include a fruit or vegetable tray and dip, granola bars, trail mix, pretzels, popcorn, frozen yogurt, etc. Please do not send in

soft drinks. All food and drinks must be store bought and in their original, unopened containers. With your cooperation, we can teach our children to lead healthy lifestyles.

DAILY SCHEDULE OF SCHOOL

8:10 A.M.	TEACHER DAY BEGINS
8:20 A.M.	STUDENTS BEGIN ARRIVING
8:50 A.M.	STUDENTS DISMISSED TO ROOMS
8:55 A.M.	TARDY IF NOT IN CLASS
3:40 P.M.	TEACHER DAY ENDS

Student Arrival

Our school hours will be from 8:55-3:25 The building will open each morning at **8:20 a.m.** Car riders may enter the building by the car rider entrance beginning at **8:20 a.m.** These students will need to find a seat in the gym or cafeteria, depending on their grade, until they are dismissed to the classrooms. Breakfast will be served beginning at 8:20 a.m. until 8:55 a.m. Car riders and bus riders will be dismissed to the classrooms beginning at 8:50 a.m. The tardy bell will ring at 8:55 a.m.

PICKING UP STUDENTS AFTER SCHOOL

Student dismissal will begin at 3:20 p.m. Car riders and walkers will be dismissed first at 3:25 and bus riders will be dismissed beginning at 3:30 p.m. As always, please make sure that the office is aware of all transportation changes prior to 2:00 p.m. to ensure that the message is delivered. Unless it is an emergency, please pick car riders up at the car rider location. Any student picked up from the office early will need to be signed out and it will count as a tardy for your child. The front office is always crowded at the end of the day and this helps us ensure that all students get where they need to go. Please help us in safely dismissing school each day.

LEAVING SCHOOL EARLY

Parents should avoid removing students from school during the regular school day. If it is necessary for a student to leave school between 8:55 a.m. and 3:25 p.m., that student must be signed out at the school office by the legal guardian or parent. If a student is to leave school with anyone other than a parent or legal guardian **the parent should send a signed note to that affect.** Adults leaving school with a student may be asked for identification. Safety must be our first priority. Parents can assist us in this matter by scheduling doctor appointments after school hours or on non-school days.

We ask that parents send a written note to their child's teacher if make-up work is needed. Teachers will make every effort to send home assignments when students are gone, but please help us by giving a day's notice to prepare these assignments.

Every day at Bridgepoint is an important day of instructions for your child.

ACHIEVEMENT/ISTEP TESTING

ISTEP Testing will be given in the third, fourth and fifth grades in the spring. The ISTEP test is a very important test for our school and your child. Please encourage your student to do their very best. Greater Clark County Schools will also be testing students in grades 3 through 5 using the Aquity test at the beginning of the year. The Aquity test will cover Language Arts and Math. The test will be taken on a computer in the computer lab. The Aquity test will be given three times between the beginning of the year and February. Students in grades K-2 will be administered MCLASS math and DIBELS three times a year. Other assessments may be given during the year.

PROGRESS REPORTS

Progress reports will be sent home with all students at the end of each nine-week grading period. Parents should sign their child's progress report and return it to school the next day. Communication regarding your child's progress will be ongoing throughout the school year. The Bridgepoint staff is as close as a telephone call if you have any questions.

Our grading scale is as follows:

90 -100	A
80 - 89	B
70 -79	C
60 -69	D
0 -64	F

We make every attempt to keep parents informed of their child's progress. If you are not sure how your child is progressing, please give us a call. You can also monitor your child's progress through Power School.

PARENT-TEACHER ORGANIZATION

Bridgepoint Elementary School has an active parent organization known as the P.T.O. (PARENT TEACHER ORGANIZATION). There are four regular scheduled meetings during the school year. Our PTO sponsors field trips, provides class parties, purchases rewards and materials for students, and helps teachers in the classroom and much, much more. We encourage all parents and friends to join us at Bridgepoint.

Student Council

Bridgepoint Student Council members are responsible for upholding a high standard of character and leadership. They must abide by a code of ethics and set a positive example

for the community and other students at Bridgepoint. Each classroom, grades 3-5, has a class elected member and a teacher nominated member appointed to the council. Meetings are held once per month to plan upcoming events and obligations. Their largest responsibilities include the following: operating the Bridgepoint Bookstore once per week, working and preparing for all home basketball game concessions, organizing and maintaining the paper recycling program, volunteering at school events, and writing and announcing the morning and afternoon announcements. The council is honored to be a member of the Indiana Association of Student Councils, INC. since 2007.

FIRE DRILLS

Fire drills are required by law and will be conducted on a monthly basis. Evacuation plans are posted by the doorways in all areas of the school. Students will receive instruction from their teachers regarding proper procedures for fire drills. We encourage all parents to organize and conduct fire drills at home as well.

TORNADO DRILLS

Tornado drills are conducted each semester of the school year. Students are asked to "Proceed to their designated maximum safety area" for disaster drills. The locations of these safe areas are posted throughout the building.

INSURANCE

Accident and life insurance is available the first week of school. Applications are in the school office. These forms should be completed and returned with payment as soon as possible.

MEDICATIONS

It is school board policy that school personnel may not dispense prescription medications or over-the-counter medications such as aspirin or cough syrup without detailed guidelines being followed. Medications at our school will only be dispensed by the school nurse, the school secretary, or the school principal. The following procedures must be followed:

- 1) Written permission of parents and/or legal guardian is mandatory.
- 2) A **'REQUEST OF MEDICATION'** form must be completed in detail.
- 3) A signed statement from the student's doctor must be on file with the school office.
- 4) Medication must be labeled with:
 - a. Child's Name
 - b. Name of Medication
 - c. Dosage Prescribed
 - d. Time Medication is to be given

e. Doctor's name

Authorization forms for giving medication at school may be obtained from the school office. SAFETY IS OUR FIRST PRIORITY.

BUS TRANSPORTATION

Students will be assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. **Students will not be allowed to ride a bus other than their assigned bus without a parent letter of request and a signed bus pass by the school.** If your child attends an after school day care (babysitter) outside your route, then you must request in writing a bus change for the school year. Riding a school bus is a privilege and not a right. Students not behaving on a bus may lose their privilege of riding a bus. Safety of our children must be our first priority.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from our school, please stop by the school office in advance and sign a "release of information" form as well as informing your child's teacher of your plans. This will give us ample time to complete the necessary paperwork for a transfer.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. The student or parent must pay for all lost or damaged books.

STUDENT APPEARANCE

Student dress and appearance are the responsibility of the parent. Students will be expected to keep themselves well groomed and neatly dressed. Any form of dress considered distracting to normal school operations will not be permitted. No obscene or questionable pictures or printing will be allowed.

IMMUNIZATIONS

INDIANA STATE STATUTE (PL 103) PREVENTS US FROM ALLOWING ANY STUDENT TO ENTER SCHOOL OR TO REMAIN IN SCHOOL WITHOUT PROPER IMMUNIZATION RECORDS. This law states when a child enrolls for the first time in a

school, the governing body shall require the parents or legal guardians to provide written proof of the child's tuberculin test, and immunization against diphtheria, mumps, whooping cough, tetanus, measles, rubella, poliomyelitis, and other medical records pertinent to the child's well being in school. Forms are available in the school office for this purpose.

CAFETERIA

The Greater Clark County School Corporation serves nutritious and well balanced meals every school day. Menus are sent home monthly to keep parents and students informed. Students are encouraged to buy a lunch or breakfast ticket on a weekly or monthly basis. Extra milk is available as students go through the lunch line. It is requested that NO CARBONATED beverage or drinks in GLASS containers should be brought to school.

Student behavior in the cafeteria should be based on courtesy and cleanliness. Children are expected to eat food properly and exhibit good manners at all times.

FREE OR REDUCED PRICED MEALS

Parents may apply for free or reduced meals for their children when they enroll or any time during the year. Applications are available in the school office at all times.

VISITORS

All outside doors will be locked during school hours. In order to enter the building you will need to push the buzzer located on the side wall by the glass doors at the main entrance. The office will view the outside camera and buzz you in. All visitors entering the building must sign in at the office and receive a Visitor's Pass. No one will be permitted into a classroom without a Visitor's Pass. All staff members will monitor this procedure to ensure your child's safety. Parents are always welcome at school, but we do not want to interrupt the classroom teacher during the instructional day. Please call ahead if you would like to visit or conference with your child's teacher.

EXTRA-CURRICULAR PROGRAM

The extra-curricular program at Bridgepoint will offer students participation in after-school activities. Sportsmanship and showmanship will be stressed in each program. All students participating in extra-curricular programs must maintain passing grades and exhibit good discipline as a representative of the school.

The following extra-curricular programs will be offered to students in grades three, four, and five.

**CROSS COUNTRY
BASKETBALL
TRACK & FIELD
WRESTLING
STUDENT COUNCIL
CHORUS**

BASKETBALL

Boys and girls in grades three through five may try out for basketball. The girls' season is played in the fall, and the boys' season is played in the winter. Students are selected for the basketball team based on the following criteria:

Dribbling	Defense
Jump Shot	Team Play
Basic Coordination	Lay Ups

CHORUS

Students in grade three through five may join chorus. Chorus is held before class begins in the morning. Students are expected to attend all scheduled performances and good attendance is required.

BOOKSTORE

Basic school supplies will be sold in the bookstore on once a week. This is operated by the Student Council and is provided as a service to students and parents rather than as a fundraiser. Items sold in the bookstore are priced at cost in most cases. Students purchasing items in the bookstore need to do so between in the morning before school.

FUNDRAISERS

Bridgepoint has one major fundraiser each school year. It is in the fall and totally voluntary. Our PTO also sponsors a fall supper and a spring festival. Other PTO events are scheduled during the year for family enjoyment.

DISCIPLINE

One of the most important lessons in our educational system is self-discipline. Discipline not only develops self-control, character, orderliness, and efficiency, but it also insures that every child has the learning climate necessary for success. We ask that you discuss with your child the importance of and need for good behavior and a positive attitude while at school.

Fighting, disrespect for others, obscene language, or the destruction of property will not be tolerated at Bridgepoint. Students breaking school rules will be given reasonable warnings and then sent to the school office if they do not follow basic expectations. SCHOOL MUST BE A POSITIVE, NEUTRAL, AND SAFE PLACE FOR BOYS AND GIRLS TO LEARN TOGETHER

Positive Behavior System

“Making the World a Better Place One Family at a Time”

Bear Character Traits

- ❖ **Compassion**
- ❖ **Responsibility**
- ❖ **Respect**
- ❖ **Self Control**
- ❖ **Perseverance**
- ❖ **Trustworthiness**

Bridgepoint’s Student Expectations

In order for us all to succeed in life all students are expected to...

Be a Good Citizen

Expect your BEST

Always behave safely

Respect others

Seek knowledge and talents

Our Bridgepoint Pledge

Teacher starts by saying: “Good Morning”

Students: “ I am a responsible and trustworthy Bridgepoint student”

Students: “I am here to persevere and learn”

Students: “I will work hard EVERY DAY to be a compassionate and respectful student!

Students: “I will show self control!”

Students: “Let’s Work”

Voice Meter:

- 1. Clap and Snap Repeat and then fall silent**
- 2. Raised, index finger: “ Please whisper”**
- 3. Raised, two fingers, “Conversation voice, please!” (12 inch voice)**

Bear Character Traits

“Being a good person doesn’t cost a cent...but it is worth a fortune.”

- ❖ **Compassion- “Compassionate action involves working with ourselves as much as with others”**
 - **What if you were walking in their shoes**
 - **How would you want to be treated?**

- ❖ **Responsibility-“Do the right thing even if no one is watching”**
 - Being strong enough to do the right thing
 - Taking responsibility for your own actions
- ❖ **Respect-“Treat others the way you want to be treated”**
 - Be considerate of other’s feelings
 - Help your neighbor
- ❖ **Self Control-“To enjoy freedom we must control ourselves”**
 - Think before you speak
 - Think before you act
 - Own your actions, take responsibility
- ❖ **Perseverance-“If at first you don’t succeed, try try again”**
 - Sticking with an activity even if it is difficult or long
 - Don’t give up
 - “ I think I can, I think I can..”
- ❖ **Trustworthiness-“Trust builds relationships, relationships build people”**
 - Be honest with others so they can depend on you and trust you
 - Keeping promises

Hallway Expectations

- **Walk on the tape on the right side of the hallway.**
- **Stop at the stop signs and wait for direction.**
- **Follow direction of line leader and line sweep.**
- **Keep hands folded in front of you.**
- **Keep personal space between you and the person in front of you.**
- **Voice level ZERO.**

Cafeteria Expectations at Lunch Time

Bears use Good Table Manners

- **When you are waiting in line you will be at a level 1.**
- **Students will sit at assigned tables (no more than 4-5 students at a table).**
- **Sit in chair appropriately.**
- **Talk with your table only at a level 1 or 2.**
- **If red cone is placed on table, that table is at a zero voice level (for 3 minutes) until red cone is removed.**
- **Raise hand to ask for help.**
- **No restroom passes during lunch.**
- **Keep hands feet and objects to yourself.**
- **Clean up your immediate area (floor and table).**
- **Teachers will put table tents up at the beginning of lunch period.**

- **Lunch monitors will award stickers to tables that have followed all the procedures and pick the table from each class that can help.**
- **Once a table has earned 10 stickers they will earn a reward.**

Cafeteria Expectations During Breakfast

- **Use a level 1 or 2 speaking voice**
- **Remain seated until you are finished**
- **Raise your hand for help**
- **Keep hands, feet and objects to yourself**
- **Throw your trash away**
- **Clean up your immediate area**
- **When finished go immediately to the gym with your belongings**

Morning Assembly Expectations

- **Sit in your assigned area**
- **No restroom visits**
- **Raise your hand to ask for help**
- **Level 1 or 2 voice level**
- **Do school work, read, or talk with your neighbor**
- **Keep hands, feet and objects to yourself**
- ❖ **Supervising Staff will be assigned to grade levels to monitor**
 - **SAM, P.E. teacher, classroom teacher on duty, and Principal when possible**
- ❖ **All teachers need to report at 8:50 for pledge and announcements**
- ❖ **Both pledges, announcements, birthdays, and “shout outs”**

Bridgepoint Elementary

Mission Statement

Our mission is to create a cooperative relationship with the student and the home to establish comprehensive, positive programs, which enable all students to experience successful life-long learning.

Our mission will be achieved by doing the following:

- Providing a child-centered, caring environment, which enhances academic, social, and individual growth.
- Empowering the instructional staff to create an environment that provides a variety of educational experiences, which fosters learning through a diversified curriculum.
- Enabling each student to function in the educational environment appropriate to his or her unique need.
- Preparing student to be responsible citizens by working cooperatively with home, school, and community.